Employment Development Department
State of California

CalJOBS^{SM}
Cash Request Handbook
Workforce Innovation and Opportunity Act

Prepared By:

Financial Management Unit
Central Office Workforce Services Division

November 2015

CalJOBS^{SM} Cash Request Handbook
Workforce Innovation and Opportunity Act

TABLE OF CONTENTS

PURPOSE

The *CalJOBS^(SM) Cash Request Handbook* (handbook) provides instructions to any subgrantee of *Workforce Innovation and Opportunity Act* (WIOA) funds and other types of funds, who has entered into a binding contract with the Employment Development Department (EDD), and needs cash to meet their expenditures for the programs. This handbook will provide information needed to order cash using the EDD CalJOBS^(SM) Cash Draw module. The handbook will also address the process to follow when entities must manually order cash using a hard copy request form.

DESCRIPTION OF CalJOBS^(SM) CASH DRAW MODULE

The CalJOBS^(SM) Cash Draw module is a Virtual OneStop system that contains the financial data for each WIOA grant and other types of funds issued by the Department of Labor (DOL) and other agencies through the State of California's EDD. CalJOBS^(SM) is used by all subgrantees, including staff in each of California's Local Workforce Development Areas, and the staff in the EDD. Subgrantees use CalJOBS^(SM) to record expenditures against each grant and to request cash to cover those expenses. The EDD uses it to monitor contract compliance and grant expenditures. The data in CalJOBS^(SM) may be used for audit purposes at the federal, state, and subrecipient levels.

SETTING UP ACCESS TO CalJOBS^(SM)

Access to CalJOBS^(SM) is controlled by the Central Office Workforce Services Division (COWSD) of the EDD. Within the CalJOBS^(SM) system, the cash request screens are protected by an extra layer of security that is controlled by the Fiscal Programs Division (FPD).

- To register new users, complete the *User Registration Form* (URF). The form is available in MS Word Format. Complete, print, sign and mail (or email a PDF) to EDD's FPD. Complete instructions and addresses are on the form.

- The EDD will notify you by email within 48 hours when usernames are available for use.

- Subgrantees and the EDD share the responsibility to maintain the security of CalJOBS^(SM). Each CalJOBS^(SM) user must have a username and personal password. Users must not share usernames or personal passwords.

- Please request CalJOBS^(SM) access for new employees as soon as it is known that they will be using the database.

- Please use the URF to notify the EDD when registered CalJOBS^(SM) users no longer need CalJOBS^(SM) access.

- Remember to submit a URF when there are staffing changes in the office. The URF is located at the end of this handbook. Please remember to sign page 2 of the form before sending to the EDD.

LOGGING INTO CalJOBS^{SM}

The screen shown below appears when a user connects with CalJOBS^{SM} for the first time. If it does not appear, call the CalJOBS^{SM} Operations Unit at 916-653-0202.

> Staff Sign-in Notice
>
> WARNING! This government computer system is the property of the California Employment Development Department (EDD) and may only be accessed by authorized users. Unauthorized access, use, disruption, modification, or destruction of this system is strictly prohibited and may be subject to criminal prosecution and/or adverse action. The EDD may monitor any activity or communications on the system and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any communication on or information created, maintained, and stored within the system, including information stored centrally, locally on a disk drive, or on removable electronic storage media. The penalties for unauthorized access or use may include criminal and/or civil actions under the California Information Privacy Act §1798.53 and Penal Code §502.
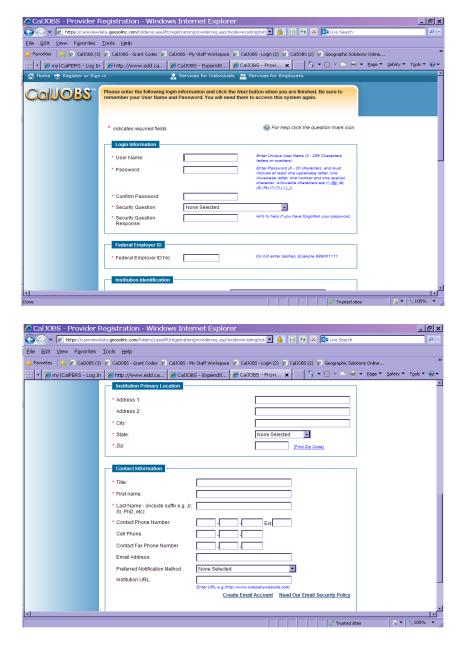
- Select "I Agree" or "I Disagree". If you select "I Disagree", you will be logged off.

- Usernames for cash users are created by the CalJOBS^{SM} Operations Unit once the URF is received. Password1@ is your start-up password. The prompt will request a new password and confirmation of the new password. The next time you log on to CalJOBS^{SM}, the new password will be accepted.

- CalJOBS^{SM} passwords must have 8-20 characters, and must include at least one uppercase letter, one lowercase letter, one number, and one special character. Allowable characters are (!), (@), (#), ($), (%), (*), (.), and (_).

- CalJOBS^{SM} passwords do not expire.

- Local Area staff should contact their MIS Administrator for password resets. Non-Local Areas should send their requests to caljobsstaffpassword@edd.ca.gov.

SETTING UP ACCESS TO MY CASH REQUESTS AND MY EXPENDITURES OPTIONS

In order to access the "My Cash Requests" and "My Expenditures" screens, subgrantees need to submit a URF to the EDD. The EDD will establish cash and expenditure privileges based on the URF. Also, the EDD will create and issue usernames. Only staff with cash privileges will be able to create/edit cash requests.

Each subgrantee should have at least two people authorized for cash requests. This will minimize disruption during absences or when there are staff changes.

To set up a cash password, the cash password holder must log on to CalJOBS^{SM} using their assigned username. Please note that your temporary password is Password1@. Complete all required fields.

CASH DELIVERY METHODS

The EDD offers subgrantees a choice of three methods for receiving cash. Use Page 2 of the URF to select the delivery method for your office. Complete only the sections of the form that apply to the delivery method you choose. Complete the form, sign it, and mail it to the address provided on the form.

The EDD will keep the most recent cash delivery instructions on file for each subgrantee. To change the delivery method for your office, submit a new URF to the EDD showing the new preferred method.

Method 1 – Direct deposit to a bank account

- The EDD will make a wire transfer to a specified bank account.

- The organization must provide the bank routing number and bank account number.

- Bank account information will be kept secure in the FPD.

- Transfers will settle to the specified account on the delivery date shown on CalJOBS^{SM}, normally the second business day following the request date.

- Notify the EDD promptly if your organization changes banks or bank accounts. Please use the URF to submit the change in writing.

Method 2 – Deliver check using U.S. Postal Service

- The EDD will mail a check to the address specified.

- Please notify the EDD promptly if there is a change to your mailing address. Use the URF to submit the change in writing.

- The check will be mailed through the U.S. Postal Service on the delivery date for the cash request.

Method 3 – Pick-up check at the EDD

- The EDD will prepare a check for pick-up by the subgrantee's staff.

- Because of security requirements in the EDD Central Office, we must make special arrangements for each check pick-up. Call the FPD's Cash Help Desk at 916-654-7868.

CASH REQUEST INFORMATION SCREEN

This screen displays the following:

- Subgrantee Name.

- Cash Requestor.

- Status – The processing status of the cash request will display when a particular subgrant is selected when adding a new cash request.

- Earliest Processing Date – This is the planned cash request processing date, calculated based on the current date and time, valid state business days, and a cutoff time for request processing.

- Earliest Delivery Date – The earliest possible date the request can be processed. This date is the planned cash request processing date, calculated based on the current date and time, valid state business days, and a cutoff time for requesting processing.

- Alternate Processing Date – This field displays when adding a new cash request. It is an alternate processing date, entered by the user.

- Alternate Delivery Date – This field displays when adding a new cash request. It is an alternate delivery date, entered by the user.
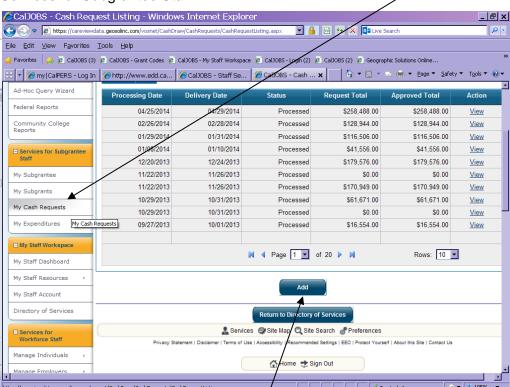
Example

Cash requested before 2 p.m. on Thursday will be delivered on the following Monday. The schedule counts only the business days. If a weekend or holiday falls between the request date and the delivery date, those days are not counted in the delivery schedule.

The CalJOBS^{SM} Cash Draw module takes state and federal holidays and furlough days into account when calculating the delivery date for cash. The date shown in CalJOBS^{SM} is the expected delivery date.

MY CASH REQUESTS (Add a New Request)

To enter cash requests on the CalJOBS^{SM} system, select the My Cash Requests option under Services for Subgrantee Staff.

To add a new request, select the **Add** button. To search and select an existing cash request, select <u>View</u> under the "Action" column. Then make modifications or additions.

Both adding new requests and changing existing requests involve the same basic steps:

- Select the grant codes for the cash request and select the **Next >>** button.

- Add/enter the request amounts for each code and save them.

- Review the amounts saved on a cash request summary list/display.

CASH REQUEST – INITIAL SELECTION SCREEN

IN THIS INITIAL SELECTION FIELD	DATA DESCRIPTION
Subgrantee Name	Auto-fill field. Based on the username used to logon to CalJOBS^{SM}.
Cash Requestor	Preselected field based on the username used to logon. You can change to another Cash Requestor user from the drop-down list.
Processing Date	This is the planned cash request processing date, calculated based on the current date and time, valid state business days, and a cutoff time for request processing. The processing date for requests after 2 p.m. will be the following business day.
Earliest Delivery Date	Earliest delivery date is based on the processing date. Displays the date the requested cash will be delivered.
Alternate Delivery Date	This date should be later than the earliest delivery date.
Subgrant / Grant Code / YOA	Each row lists a subgrant number, grant code number, and Year of Appropriation.
Program	Workforce Investment Act
Total Allocation	Total Allotment
Previously Requested	Previous cash requests.

CASH REQUEST – NEXT SELECTION SCREEN

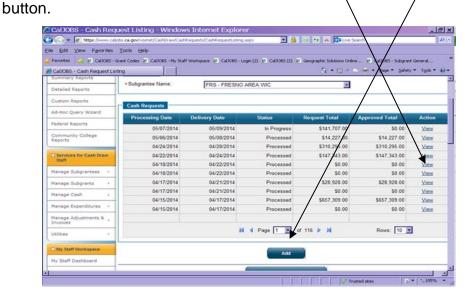| IN THIS NEXT SELECTION FIELD	DATA DESCRIPTION
Balance Available	Total Allocation amount minus previously requested amount.
Amount Requested	Enter the requested amount in the text field.
Total Amount Disbursed	Enter the total amount disbursed which equals the Previous Approved Amount plus Other Pending plus Amount Requested. If cash disbursed is not accurate, CalJOBS^{SM} may calculate Excess Cash and cash requests may be denied.
Excess Cash Amount	If an Excess Cash Amount is calculated, you will need to also enter an explanation for the excess cash amount.
Excess Cash Explanation	Enter an explanation for the calculated Excess Cash Amount.
Total Amount Disbursed	Enter the total amount of cash disbursed. If cash disbursed field is not accurate, it may calculate excess cash on hand. Cash requests may be rejected if excess cash is on hand.

TIPS FOR USING THE CASH REQUEST SCREEN

Here is a helpful hint when requesting cash before 2 p.m.

If you process cash requests before 2 p.m. but then later decided to add more requests for the same or other grant codes with the same day delivery date *and* it is still before the 2 p.m. deadline, you will need to select the <u>View</u> link instead of the **Add** button. In this example, on 5/7/14, cash requests (grant codes 202 and 301) in the amount of $141,707.00 are requested and saved before 2 p.m. After making these requests, you need to add more cash requests for the same delivery date of 5/9/14. You will need to select the <u>View</u> link to add these additional requests to the 5/9/14 delivery date. If you want the new requests for the next delivery date of 5/12/14, you would select the **Add** button.

By selecting the <u>View</u> link, you will be able to click the "Select Line Items" and repeat the process for additional grant code line item requests for the same delivery date.

Please note that if you want to add more cash requests for the same delivery date, and it is before 2 p.m., please do not select the Add button. If you select the Add button, those cash requests will have the next delivery date. Please select the view button for the correct delivery date.

Update the Cash Disbursed figures on Cash Request Details Screen before entering a cash request.

Cash on hand must not be more than is needed for three to four working days of expenses. The CalJOBS^{SM} uses the cash disbursed figure to calculate the average daily expense for each organization. If the amount of cash being requested is more than four times the daily average, the database will ask for a note of explanation. The COWSD Financial Management Unit (FMU) will consider this note as part of the cash request approval process.

The total of all cash requests for a day must be equal to or greater than $0.00.

- Negative cash requests for one or more grant codes or subgrants within the day's request are acceptable; however, the total of all requests must be equal to or greater than $0.00.

- In order to process a negative cash entry, requestors / subgrantees must first enter a positive cash request and then enter the negative requests last. Make sure that the total of all requests never goes below zero.

- If an error message displays as you make cash adjustment entries, review your calculations and make corrections until the total cash request is equal to or greater than $0.00. Click Save to save the cash request for processing.

After a cash request is filed, it may be updated if it is shown in "pending" status.

- Type over the existing request to update it. The "pending" flag will be cleared when the FMU approves the cash request, and the request will no longer be available for update.

BENCHMARK APPROVALS

Subgrantees who are required to meet benchmarks prior to making cash requests will receive detailed instructions from their assigned Project Manager (PM) / Regional Advisor (RA).

RETURNING CASH

It is sometimes necessary to return cash for a grant. This can be done through CalJOBS^{SM} if there is a valid request for cash through a different funding source. On the Cash Request screen, leave the Year of Appropriation (YOA), Grant Code, and Subgrant code fields blank as appropriate. Enter the new request first (positive numbers) and then enter the cash return (negative number) to avoid receiving an error notice. The net of the two entries must be equal to or greater than zero.

A second way to return cash is to send a check to EDD. Contact your FMU analyst for instructions. See page 16 for FMU contact information.

OBLIGATIONAL AUTHORITY

The Obligational Authority (OA) is the limit of cash available for a grant. If the amount of cash requested exceeds the OA, the following message will appear at the bottom of the screen: "Cash request exceeds OA authorized. Maximum cash request = $$$$$$$$." When this message appears, the request must be modified to an amount that does not exceed the OA.

EXCESS CASH

The DOL and the EDD define excess cash as any amount that is not disbursed within three to four working days after receipt. Cash requests may be denied when excess cash is shown in the CalJOBS^{SM} Cash Request Approval reports.

CalJOBS^{SM} performs these calculations:

1. Compute the number of <u>Business Days Elapsed</u> since the term begin date of the subgrant line item (business days, not calendar days).

2. Compute <u>Total Cash Requested</u> by adding up all cash requested for this subgrant line item, including cash requests and invoices, including the currently requested, previously approved as well as other pending amounts.

3. Compute the <u>Average Daily Distribution Amount</u> by dividing the currently reported <u>Total Disbursed Amount</u> by the <u>Business Days Elapsed</u>.

4. Compute <u>Four Days of Expenditures</u> by multiplying <u>Average Daily Distribution Amount</u> by four.

5. Compute <u>Total Requests Minus Disbursements</u> by subtracting <u>Total Disbursed Amount from Total Cash Requested</u>.

6. Compute <u>Excess Cash</u> by subtracting <u>Four Days of Expenditures</u> from <u>Total Requests Minus Expenditures</u>.

Example

<u>Amount Requested</u> = $5,000

<u>Total Disbursed Amount</u> = $90,000

<u>Business days Elapsed</u> = 90 Days

<u>Total Cash Requested</u> = $95,000 ($5,000 current + $90,000 previous/other requests)

<u>Average Daily Distribution Amount</u> = <u>Total Disbursed Amount</u> / <u>Business Days Elapsed</u> = $90,000/90 = $1,000 per day

<u>Four Days of Expenditures</u> = <u>Average Daily Distribution Amount</u> x 4 = $1,000 x 4 = $4,000

<u>Total Requests Minus Disbursements</u> = $95,000- $90,000 = $5,000

<u>Excess Cash</u> = <u>Total Requests Minus Disbursements</u> - <u>Four Days of Expenditures</u> = $5,000 - $4,000 = $1,000

CONTINGENCY CASH REQUEST PROCESS

Technical difficulties occasionally prevent a subgrantee from using the CalJOBS^{SM} system. When the system is temporarily unavailable, the CalJOBS^{SM} Operations Unit sends a CalJOBS^{SM} Notification to our distribution list, which includes the MIS Administrators. The FPD Cash Help Desk will accept a faxed cash request form. The form must be signed by an authorized cash request person. Staff in FPD will enter the request into CalJOBS^{SM}, and process it as usual.

- The form for faxed cash requests is on page 13 of this handbook. Send a separate form for each subgrant.
- Please call the Cash Help Desk to let the FPD staff know that you have faxed a cash request.
- Fax the signed cash request form to FPD before 1:30 p.m.
- If there are benchmarks to be met, fax the form to the assigned PM/RA by 12 midnight. Reasonable effort will be made to approve and forward benchmark requests by 12 midnight on the day they are received.

CalJOBS^{SM} Contingency Cash Request Form Instructions

FORM FIELD	ENTER THIS INFORMATION
Program Title	Check the subgrant agreement for the appropriate program title (i.e. WIOA).
Grant Code	Check the subgrant agreement for the appropriate code.
Beginning Cash Requested	Enter the amount of cash that has been requested prior to today, whether it has been received or not.
Total Cash Disbursed	The amount of cash disbursed to date; include checks, wires, and cash issued. The form must show the updated disbursement figures for all grant codes in any open subgrants, even if cash is not being ordered. If this information is not included, the CalJOBS^{SM} system may calculate excess cash on hand and the request may be rejected.
Today's Cash Request	The amount of cash being requested. This is the amount that will be disbursed in the next three to four working days.

CalJOBS^{SM} CONTINGENCY CASH REQUEST FORM

To: Employment Development Department   Fax: 916-654-7537
      Fiscal Programs Division, MIC 70   Phone: 916-654-7868
      Cash Control Unit
      P.O. Box 826217
      Sacramento, CA 94230-6217

SUBGRANT RECIPIENT:				
SUBGRANT NUMBER:				
DATE OF REQUEST:				
Program Title	**Grant Code**	**Beginning Cash Requested**	**Total Cash Disbursed**	**Today's Cash Request**
TOTAL				

In accordance with the fiscal provisions outlined in the subgrant agreement, this request for cash is provided for the amounts indicated above. We understand the funds will be available or deposited into our account on or about three (3) working days from the date of this request.

We understand that all information on this form must be complete and that the EDD FPD must receive it by 1:30 p.m., with all necessary approvals, to guarantee same day processing.

I hereby certify that I am a duly appointed representative of the above named subgrant recipient and that, to the best of my knowledge, the above request represents our best estimate, is in accordance with the current budget provisions and does not violate the state's policy of not maintaining more cash than is necessary to meet our immediate needs at any time.

Authorized Subgrantee Representative

(PRINT First and Last Name)   **(Signature)**   **(Date)**

Project Manager/Regional Advisor's Approval: (Only if benchmarks are required)

(PRINT First and Last Name)   **(Signature)**   **(Date)**

*Microsoft Word format listed on WSD15-05 as attachment link.

SUMMARY OF CASH REQUEST

The report named *Summary of Cash Request* is used to view and print reports of previous cash requests. It cannot be used to add, update, or delete any information. This report shows all cash requests by subgrant number and grant codes. It also shows the amount of cash ordered to date.

Navigate to the Summary of Cash Request screen by following the path below:

Detailed Reports > Cash Draw > Request > Summary of Cash Request

USING THE SUMMARY OF CASH REQUEST SCREEN

FIELD	ENTER THIS DATA
Program	Enter "None Selected", "State General Fund", "DOL WIA/WIOA", "DOL Wagner-Peyser Act", "DOL Special Grants", "State Contingent Fund" or "Other Special Grants".
Cash Request Type	Enter "None Selected", "Cash Requests", or "Cash Adjustments".
Subgrantee Code	Auto-entry field. This is the three-letter identifier assigned to the subrecipient plus the subgrantee name.
Subgrant Number*	Select "None Selected" or the subgrant number(s).
Filter Date	Enter "Request Date" or "Delivery Date".
Date Range	Select from the drop down menu: "None Selected", "Last 7 Days", "Last 30 Days", etc.
From	Enter the date in mm/dd/yyyy format (e.g., 03/14/2012).
To	Enter the date in mm/dd/yyyy format (e.g., 06/14/2014).

ACRONYMS

COWSD	Central Office Workforce Services Division
DOL	Department of Labor
EDD	Employment Development Department
FMU	Financial Management Unit
FPD	Fiscal Programs Division
OA	Obligational Authority
PM	Project Manager
RA	Regional Advisor
URF	User Registration Form
WIOA	Workforce Innovation and Opportunity Act
YOA	Year of Appropriation

HOW TO GET HELP WITH CalJOBS^{SM}

The COWSD maintains CalJOBS^{SM} software and administers subgrants. The FPD processes cash requests. For faster solutions to your problems, please contact the office most appropriate for your question. If your call is not answered, leave a voice mail message. Include your name, the name of the organization you work for, your phone number, and a brief summary of the problem. The EDD staff will return your call promptly.

IF YOUR QUESTION IS ABOUT:	CONTACT	HOURS
RE-SET CalJOBS^{SM} PASSWORD CalJOBS^{SM} technical issues or if you cannot log on to CalJOBS^{SM}.	**COWSD** **CalJOBS^{SM} Operations Unit** **EDDCalJOBSAdmin@edd.ca.gov** **916-653-0202**	Monday – Friday 8 a.m. to 5 p.m.
CASH REQUESTS Cash requests not delivered on the date you expect it. FPD staff can also answer questions about data entry to the cash request screens.	**FPD** **Cash Help Desk** **CalJOBSCashHelpDesk@edd.ca.gov** **916-654-7868** **************** **Alternate Contact** **916-653-3431**	Monday – Friday 8 a.m. to 4 p.m.
EXPENDITURE REPORTING OR CONTRACT CLOSEOUT	**COWSD – FMU** **Michael Garcia 916-654-8060** **Carol Keane 916-657-3545** **Julie Martin 916-653-5294** **Wai Tin Wong 916-653-8213** **Kirstin Cordova 916-653-0521**	Monday – Friday 8 a.m. to 4 p.m.

CalJOBS^{SM} USER REGISTRATION FORM

Send completed form to:

Employment Development Department **Fax:** **(916) 654-7537**
Fiscal Programs Division, MIC 70 **Phone: (916) 654-7868**
Cash Control Unit
P. O. Box 826217
Sacramento, CA 94230-6217

As an alternative to mailing,
send a PDF of the signed form to:

CalJOBSCashHelpDesk@edd.ca.gov

DATE: _____

CONTACT INFORMATION

Organization name: _____

Subgrantee code (3 characters): _____

Contact name: _____ Phone: _____

Mailing address: _____

_____

_____

Circle or bold the programs for which this office has grants:	WIOA	Wagner-Peyser	Other

USER REGISTRATION

1. Enter an **Action Code** in the first column to designate the action you want to make.
    A = Add a new user. The user's signature is required.
    C = Change the status of an existing user. The user's signature is required.
    D = Delete a user. No signature is required.

2. Enter a **User Type Code** to describe the permissions you are giving the user.
    A = User can make cash requests and enter expenditure data.
    C = User can make cash requests only, cannot enter expenditure data.
    E = User can enter expenditure data only, cannot make cash requests.

1. ACTION CODE A / C / D	2. USER TYPE CODE A / C / E	NAME	SIGNATURE	PHONE	EMAIL

CalJOBS^{SM} USER REGISTRATION FORM

CASH DELIVERY INSTRUCTIONS

Complete this section of the form to provide new or updated cash delivery instructions for EDD. Complete this section only if you need to change your delivery option or your bank account information.

Use an X in the box to the left to indicate your choices below:

	No banking changes from the previously submitted User Registration Form

	Please mail checks to the address provided on Page 1 of this form. (U.S. Mail Delivery)

	Please contact this office by phone when checks are issued. A staff member will pick up the check at 722 Capitol Mall, Sacramento. (Direct Pick-Up)

	Please transfer cash directly to our bank account, using the information provided below. (Inter-branch and Wire Transfers)
	Bank Name:
	Bank Telephone:
	Bank Account Name:
	Account Number:
	ABA Routing Number:

Verify the ABA Routing Number with your financial institution

For EDD use only	Notes:
Wire Transfer Code:	
Date:	

SIGNATURE

The person signing below is designated to represent the organization and has authority to make changes to the subgrantee information provided in this form. The signature authorizes EDD to make changes to its records as described above.

Printed Name: Date:

Signature: Email:

Form in MS Word